



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

November 10, 2008

Chief Tim Kimsey
Port of Seattle Police Department
P.O. Box 68727
Seattle, Washington 98168

Dear Chief Kimsey,

The Federal Bureau of Investigation's (FBI) Violent Criminal Apprehension Program (ViCAP) Unit appreciates your agency's participation in our program. As background, your agency has submitted 1 violent crime case(s) to the ViCAP database. We thank you for your support of our program, and we are pleased to announce an upcoming major change and improvement to ViCAP.

ViCAP will soon become a web-based application (ViCAP Web) accessible over the internet through the FBI's Law Enforcement Online (LEO) network. ViCAP Web is anticipated to become operational in July 2008. (LATE)

Once ViCAP Web is operational, investigators and analysts in your agency will be able to enter violent crime cases directly into the ViCAP national database by accessing ViCAP Web via LEO. Currently, your agency must export cases to the ViCAP Unit in Quantico, Virginia, and our analysts import them into the database - a slow, cumbersome process. Additionally, the entire ViCAP system will have a new look and feel to it that will ease the entry of case data and reduce the time involved in entering cases into the ViCAP national database. Finally, investigators and analysts in your agency will be able to conduct nationwide searches of cases in the ViCAP national database; currently, they are constrained to searching only the cases submitted from your agency. This new search capability will be available to investigators and analysts in all participating agencies who have been authorized ViCAP access by their agency.

The most significant change with ViCAP Web will involve the sharing of data. In order to make the new search capability for all participating agencies useful, the ViCAP Unit is encouraging all agencies with cases in the ViCAP database to give their expressed and informed consent to share their case information in ViCAP by making it viewable by all authorized ViCAP users.

The primary mission of ViCAP is to facilitate cooperation, communication, and coordination between law enforcement agencies and provide support in their efforts to investigate, identify, track, apprehend, and prosecute violent serial offenders. To accomplish this, the ViCAP national database was created to capture detailed case information such as crime scene characteristics, victim characteristics, offender characteristics, modus operandi, geographic information, weapon information, and other factors as derived from the ViCAP form. The ViCAP database represents the world's most comprehensive and extensive collection of information related to both solved and unsolved: homicides, attempted homicides, missing persons, kidnappings, child abductions, unidentified deceased persons, and sexual assaults. By making the ViCAP system available to law enforcement agencies on the internet and by sharing case information in the database so that authorized users of the system can search all cases in the database, we believe the ViCAP mission can be more completely fulfilled.

In July, 2008, as we migrate data from our present database to the new ViCAP Web database, all case information will be migrated with a "not shared" status. That is, no case information from your agency will be viewable on the ViCAP system or shared with other ViCAP users unless we receive your consent to share your case information. Should you grant consent to share your agency's case information, we will migrate your agency's case information with a "shared" status. Of course, your own agency's ViCAP users and FBI ViCAP personnel will always have access to your case information in ViCAP regardless of the "shared/not shared" status.

In reaching your decision to share or not share your agency's existing case information, state and local laws regarding the sharing of case information, particularly victim names, must be considered. We encourage you to seek the advice of your agency's legal counsel to resolve any uncertainty you may have regarding the laws of your jurisdiction.


Additionally, it should be noted that any case with Holdback Information - a case wherein the investigator has indicated certain information must be held back from any type of dissemination - will not be shared even if you grant consent to share your agency's case information. ViCAP will respect the decision of that investigator and prevent that case from being shared.

The intent of this letter is to address existing data in the ViCAP database, as well as case information added to the database between now and the date when data is migrated to the new ViCAP Web database. Once ViCAP Web is operational, the individual(s) from your agency authorized to enter cases into ViCAP Web will be able to indicate on each case entry whether or not they desire to share information from each new case. The first question in ViCAP Web asks, "In addition to your case being viewed by FBI-ViCAP, do you authorize your case to be viewed by all other ViCAP Web users?" As a result, the decision to share case information will be made on a case by case basis once ViCAP Web is operational. Finally, we wish to advise that ViCAP Web users will be required to read and agree to the Rules of Behavior for ViCAP every time they access ViCAP Web.

Please complete the enclosed reply letter and indicate whether or not you grant your consent to share your agency's existing case information in ViCAP with all users of the ViCAP system. It can be faxed to (703) 632-4239 or mailed to the address indicated on the reply letter.

We look forward to working with you and providing any analytical assistance you may need in your investigation of violent crime. If you have any further questions, please feel free to contact Crime Analyst Samantha Gwinn, who serves your region, at 703-632-4171. Again, thank you for your participation in ViCAP.

Sincerely,



Michael K. Harrigan
Unit Chief
Violent Criminal Apprehension Program

Enclosures(1)



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

Michael K. Harrigan
Unit Chief
Violent Criminal Apprehension Program
FBI Academy
Quantico, Virginia 22135

Dear Unit Chief Harrigan,

I am in receipt of your letter dated November 10, 2008 regarding the changes to the FBI's Violent Criminal Apprehension Program (ViCAP) being brought about by the new ViCAP Web. Having read the letter, I note the following:

1. ViCAP will soon become a web-based application (ViCAP Web) accessible over the internet through the FBI's Law Enforcement Online (LEO) network. July 2008 is the anticipated date for ViCAP Web to become operational. Once operational, investigators and analysts in my agency will be able to enter violent crime cases directly into the ViCAP Web national database by accessing ViCAP via LEO.

2. ViCAP Web will permit case data to be shared between all ViCAP Web users, and ViCAP Web will enable authorized ViCAP Web users to search the ViCAP national database, which is a capability that does not currently exist.

3. In order to maximize the utility of this new search capability, the ViCAP Unit is encouraging all agencies with cases in the ViCAP database to give their expressed and informed consent to permit the migration of their existing case information into the ViCAP Web national database with a shared status, thus making it viewable and searchable by other ViCAP Web users.

4. The request for permission to share my agency's data in ViCAP pertains to existing cases in the ViCAP national database at the time that data is migrated from the current ViCAP national database to the ViCAP Web national database. Your letter indicated my agency had 1 case(s) in the ViCAP national database. The grant of permission to share will pertain to those cases plus any other cases entered into ViCAP by my agency from the date of your letter to the date of migration of data to the new ViCAP Web national database.

5. All of my agency's cases with Holdback Information, defined as a case wherein the investigator has indicated certain information must be held back from any type of dissemination, will not be shared regardless of the granting of consent to share my agency's case information.

Having noted each of the preceding, I hereby (circle one):

AGREE TO SHARE

DO NOT AGREE TO SHARE

my agency's case data by making it viewable to other law enforcement agencies using ViCAP Web.

Sincerely,

Chief ~~Tim Kinney~~ COLLEEN WILSON
Port of Seattle Police Department
Seattle, Washington

Date: _____

Designation of Law Enforcement Agency (LEA) Manager for ViCAP Web



The Violent Criminal Apprehension Program (ViCAP) Web system is a nationwide data information center that collects, collates, and analyzes crimes of violence in an attempt to identify cases that may have been committed by the same perpetrator. It is hosted on Law Enforcement Online (LEO) for law enforcement purposes only.

Each law enforcement agency (LEA) using ViCAP Web must designate an employee of that agency to serve as the ViCAP Web LEA Manager for that agency. This employee, hereinafter referred to as the LEA Manager, should be a criminal investigator or analyst. The LEA Manager will be your agency's main point of contact with the Federal Bureau of Investigation (FBI) ViCAP Unit.

The responsibilities of your agency's ViCAP Web LEA Manager will include the following:

- Establishing the ViCAP Web user accounts for other individuals in your agency who will be users of ViCAP Web.
- Serving as the conduit between the FBI ViCAP Unit and your agency for all policies and procedures to be followed in the use of ViCAP Web.
- Providing leadership, direction, and feedback to all ViCAP Web users in your agency.
- Ensuring that the following type cases from your agency, referred to as ViCAP criteria cases, are entered into ViCAP:
 - homicide (solved or unsolved)
 - attempted homicide (solved or unsolved)
 - sexual assault (solved or unsolved)
 - missing person
 - unidentified body
- Developing and maintaining contact with the FBI ViCAP Crime Analyst(s) and Supervisory Special Agent (SSA) responsible for your state and advising them when FBI ViCAP analytical support is needed for a particular case or series of related or potentially related cases.

- Notifying FBI ViCAP when multiple cases appear to be related and may, therefore, be the result of a serial offender.
- Validating agency user accounts on an annual basis.

Suggested guidelines in selecting a LEA Manager:

- Criminal investigator or analyst
- Demonstrated record of leadership and administrative ability
- Demonstrated record of excellence in the investigation or analysis of violent crime

Understanding the responsibilities and minimum qualifications for the position of LEA Manager, I hereby designate the following individual to be the LEA Manager for my agency:

Title AGO Violent Crime Analyst Name Nicole Siver

Telephone Number (206) 389-3814 E-mail address nicoles@atg.wa.gov

To be signed by the head of agency or his/her representative:

Date: 12-5-08

Signature: 

Printed Title and Name: _____

Name of Agency: _____

Address of Agency: _____

Telephone Number of Agency: _____

NCIC ORI Number for Agency: _____

Note: For record keeping purposes, mail this form to:

Office of Attorney General
Homicide Investigation Tracking System (HITS)
800 Fifth Avenue Suite 2000
Seattle, Washington 98104-3188